

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

(916) 323-0276



January 6, 1983

ALL-COUNTY LETTER NO. 83-02

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY WELFARE FISCAL OFFICERS  
ALL COUNTY ADMINISTRATIVE SERVICE OFFICERS  
ALL COUNTY AUDITORS  
ALL COUNTY STAFF DEVELOPMENT OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

## REFERENCE:

This is to provide claiming instructions for the October through December 1982 quarter. Included are instructions related to:

1. Family Reunification Services Program
2. Permanent Placement Services Program
3. Adoption Assistance Program
4. Staff Development

The following forms are to be used for the October through December 1982 quarter claim and are forwarded to counties separately:

<u>FORM</u>	<u>REVISION DATE</u>	<u>FORM</u>	<u>REVISION DATE</u>
DFA 325.1	7/82	DFA 327.8A	10/82*
DFA 325.1A	7/81	DFA 327.8B	10/82*
DFA 325.2	10/82*	DFA 327.8C	10/82*
DFA 325.3	10/82*	DFA 327.8D	10/82*
DFA 325.4	10/82*	DFA 403	7/82
DFA 325.4A	10/82 <u>1/</u>	DFA 50	11/82*
DFA 325.4B	10/82 <u>1/</u>	DFA 419	10/82*
DFA 327.1	10/82*	DFA 394	10/81
DFA 327.2	10/82*	DFA 43	10/82*
DFA 327.3	4/82	DFA 46	10/82*
DFA 327.4	10/82*	DFA 47	10/82*
DFA 327.5	10/81	DFA 323	10/82*
DFA 327.6	10/82*	DFA 856	4/82
DFA 327.7	10/82*		
DFA 327.8	10/82*		

\* Indicates revisions this quarter

1/ Indicates new form

FAMILY REUNIFICATION SERVICES PROGRAM and the  
PERMANENT PLACEMENT SERVICES PROGRAM

All-County Letter (ACL) 82-107 notified the counties that Chapter 978, Statutes of 1982 (SB 14) and Chapter 977, Statutes of 1982 (AB 2695) implemented Public Law (PL) 96-272, the Adoption Assistance and Child Welfare Act of 1980. PL 96-272 established Title IV-E for federal funding for the Aid to Families with Dependent Children - Foster Care (AFDC-FC) Program and the Adoption Assistance Program. SB 14 restructured the Out-of-Home Care for Children Program into two new programs called the Family Reunification Program and Permanent Placement Program. The Family Reunification Program places greater program emphasis on services to prevent the need for foster care and concentrates on reunification of children and parents where temporary separation has been necessary. The Permanent Placement Services Program provides services for children who cannot be returned to their original family and places emphasis on the placement of children into a more permanent environment.

Counties were also instructed, due to federal reporting requirements, to further separate and identify the time between federal and nonfederal activities within these two programs.

This above referenced restructure of the Other County Social Services (OCSS) Programs is reflected on the October - December 1982 Administrative Claim by the removal of the Out-of-Home Care for Children Program line from the DFA 327.1 and the establishment of the section, Family Reunification and Permanent Placement - Title IV-E. Counties are to continue reporting their time to this new area in accordance with the time study instructions issued in ACL 82-107.

Direct services provided to children, families, and foster care families, who are in the Family Reunification or Permanent Placement Program, whether or not the case has been determined federally eligible, are to be claimed on the DFA 325.3, OCSS Program, and identified to the appropriate area by using code B7 - Family Reunification or code B8 - Permanent Placement, depending on the child's program status.

It should be noted that all OCSS service costs, including the Family Reunification and Permanent Placement Programs will continue to be funded at 75 percent reimbursement and applied to the counties' Social Services Block Grant Allocation. In order to track costs that are applied against the Social Services Block Grant Allocation, counties are to total the costs shown on the DFA 327.6, Column 5, Lines B, B1 and B2.

ADOPTION ASSISTANCE

ACL 82-107 also notified the counties of the establishment of the federal Adoption Assistance Program. The current state Aid to the Adoption of Children (AAC) Program provides payments for a maximum of five years to families who adopt hard-to-place children. AB 2695 established the Adoption Assistance Program (AAP) which provides for payment of federal and nonfederal hard-to-place children up to the age of 21 under specific conditions. Current agreements under the AAC Program continue until eligibility under AAC expires.

The administrative costs that are directly related to the establishment and maintenance of the adoption assistance payment of federally eligible cases and that are recurring activities are allowable for federal participation under Title IV-E. This has resulted in a change to both functional categories of the administrative claim - Social Services and Eligibility/Non-service. For the Social Service function, this establishes the new section, AAP-Title IV-E, for the reporting of allowable AAP social services costs. All other case management costs, as outlined in ACL 82-107, which are unallowable under Title IV-E, are to be reported to Adoptions. For the Eligibility/Non-service function, two new sections have been established. AAP Title IV-E is for the allowable eligibility costs, for federally eligible cases, and AAP Non IV-E for the eligibility costs for cases that are not eligible for federal reimbursement under Title IV-E. Counties are to report their time to these new areas in accordance with the time study instructions outlined in ACL 82-107. According to federal regulations, case management activities that do not relate to the Adoption Assistance Payment level and non-recurring activities are not allowable under Title IV-E. These activities are to be charged to AAP Non IV-E.

#### Staff Development

ACL 82-104 notified the counties that the Department of Health and Human Services (DHHS) required California to modify its cost allocation plan for staff development in order to more closely relate training costs to the appropriate programs. The ACL also provided counties with the current time study instructions.

In order to implement this federal requirement on the administrative claim, the DFA 325.4 has been revised to allocate trainer's salaries and benefits and staff development operating costs to programs and functional categories, based on the trainer's time study (DFA 50). Purchase of services and trainee's salaries and benefits are to be direct charged to the appropriate programs provided the trainees meet the required minimum standards (i.e., social services staff attending eight consecutive weeks, AFDC staff attending one week of training); all other program trainee costs are eligible for reimbursement as normal administrative costs. (Refer to ACL 81-72 and ACL 80-58 for further instructions.)

A further allocation is done on the DFA 325.4 for the category Generic Staff Development. This allocation is derived from ratios developed from the DFA 325.1 overhead hours for social services and eligibility/non-service.

The new form DFA 325.4A has been developed to distribute the Eligibility-general costs from the DFA 325.4 to the appropriate programs, based on the Eligibility/Non-service Time Study (DFA 323). In addition, the DFA 325.4B has been developed to distribute the Social Services - general costs from the DFA 325.4 to the appropriate programs based on the Social Services Time Study (DFA 47). These two new forms then gather all the total staff development costs by program and function for the proper distribution throughout the administrative claim.

Due to the above changes in the allocation process for staff development costs, it is necessary to combine state matching funds for several programs in order to correctly monitor the allocation issued in ACL 82-76 for Staff Development - Title IV-A. (Refer to ACL 82-76, Attachment, Column 1.) The costs included for purposes of this allocation, effective with the quarter ending December 1982, are state welfare funds on the Eligibility and Nonservices, Nonfederal Fund Distribution Report, DFA 327.7, column 7, lines T, U, W, and X for the Staff Development - AFDC-FG/U, AFDC-FC, Nonassistance Food Stamps, and Emergency Assistance - ANEC Programs.

#### CLAIMING FORM CHANGES

The changes are detailed below:

1. DFA 325.3

##### Specific Identification of Direct Costs - Social Services - Group III-A

Adds two codes of direct services to Family Reunification and Permanent Placement.

2. DFA 325.4

##### Staff Development Distribution - Part I

Complete revision of form.

3. DFA 325.4A

##### Staff Development Program Distribution - Part II

New form.

4. DFA 325.4B

##### Staff Development Program Distribution - Part III

New form.

5. DFA 327.1

##### Social Services Program Distribution

Adds Line B1 Family Reunification and Permanent Placement - Title IV-E and Line C, Adoption Assistance Title IV-E. Removes Foster Care Information System - Phase II line. Adds a new column for staff development.

## 6. DFA 327.2

Eligibility and Nonservice Program Distribution

Adds Line H for Adoption Assistance Title IV-E and Line I for the Adoption Assistance Non IV-E.

## 7. DFA 327.4

Services Modification Worksheet

Adds staff development costs to Line D.

## 8. DFA 327.6

Social Services Fund Distribution Report

Adds Line B1, IV-E Family Reunification and Permanent Placement, and Line C Adoption Assistance IV-E. Adds a new column for staff development costs.

## 9. DFA 327.7

Eligibility and Nonservice Nonfederal Fund Distribution Report

Adds Line H for Adoption Assistance IV-E, Line I for Adoption Assistance Non IV-E, Line W for separate identification of Staff Development-Nonassistance Food Stamps and Line X for separate identification of Staff Development-Emergency Assistance. Adds column for staff development costs.

## 10. DFA 327.8

Total Expenditures Fund Distribution Report

Adds line for Family Reunification and Permanent Placement-IV-E, and a line for Adoption Assistance IV-E.

## 11. DFA 327.8A

AFDC/NAFS EW Staff and Cost Distribution Report

Part 3, AFDC EW Distribution Modification, Part A is deleted and Part B is simplified.

12. DFA 327.8B

Cost Distribution Report

Reflects footnote revisions resulting from staff development changes.

13. DFA 327.8C

AFDC and EA Staff and Cost Distribution Report

Part 2, reflects footnote revisions resulting from staff development changes.

14. DFA 327.8D

NAFS Staff/Cost Distribution Report

Part 2, reflects footnote revisions resulting from staff development changes.

15. DFA 47

Social Services Time Study Summary and Program Allocation Ratios

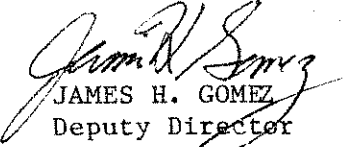
Removes Out-of-Home Care for Children, Line 5, Section B, adds Line 7, Section B for Family Reunification Non IV-E. Add a new section B1 for Family Reunification IV-E and Permanent Placement IV-E. Adds Line C for Adoption Assistance IV-E. Removes Foster Care Information System, Phase II.

16. DFA 323

Eligibility Time Summary and Program Allocation Ratios

Removes Line C3, Medi-Cal Temp Cards. Adds Line H for Adoption Assistance IV-E and Line I for Adoption Assistance Non IV-E.

Please refer claiming questions to the Fiscal Policy and Procedures Bureau at (916) 445-7046 or ATSS (8) 485-7046, and allocation questions to the County Administrative Expense Control Bureau at (916) 322-5802 or ATSS (8) 492-5802.

  
JAMES H. GOMEZ  
Deputy Director  
Administration

cc: CWDA